1950. File No. 5167/48

B CLASS

P.W. DEPARTMENT
E BRANCH (1)

Subject:— Meetings (b)
Engineering Staff

B[K] 1950

File No. 5167/48 E(1)

Ltd. Scott. Slip. 91 A

G R., G D., No. 2408, dated 22-5-22.]

Correspondence

DOCKET SHEET (B)

Subject :—

File No. 3167/48

P. W. DEPT.

E. BRANCH. (1)

References :— Copies from the original file B(M)

Date.	To whom sent.	Notes and instructions.

P.W.D.

E.B. (I)

A copy of H.M's note on file No. S. 8/4, regarding Conference of the S.Es and Ex. Engrs., is put up. These papers deal with the question of meetings of Engineering Staff.

2. While suggesting the item re: "reduction of office work" for inclusion in the agenda of the conference, the S.E., Karnatak Irrign. Circle, has suggested that there should be monthly meetings of S.D.Os. and Ex. Engrs. in each Dn. so that prolonged correspondence could be reduced and the Ex. Engrs. can impress on all the S.D.Os. the urgency of disposal of important calls and give personal directions for disposal.

3. The S.E's suggestion seems to be sound and may be accepted in respect of the following monthly meetings:-

(1) The S.E. with his Ex. Engrs .

(2) The Ex. Engr. with his S.D.Os.

(3) The S.D.O. with his Overseers.

4. If the above proposal is approved, general instructions to the above effect may be issued.

Thro' E.B. (II).

Id/-14.9.50.

Id. 14.9.50.

I am inclined to think that monthly meetings at least from (1) & (2) above would be rather too frequent & quarterly will do. Only problems of a general and common nature are to be discussed in such meetings. ~~In view~~ Important problems can be discussed during the officer's camp.

Id/-
15.9.

In my opinion, the Ex. Engr. should try to settle the outstanding matters, by personal discussion with the S.D.O. during the course of his camp in that Sub-Dn. as far as possible. No such regular meetings either monthly or quarterly need be insisted upon and it should be left to the discretion of the Ex. Engr. to call his S.D.Os. either individually or

collectively to the Dist. Head quarters when he feels it necessary to discuss matters personally .

Id/-
18/9/50

I agree.

Id/-

Former meetings of officers of P.W.D. (S.E./Ex. Engrs./ Dy. Engrs) who ought to meet in the normal course, frequently and to discuss matters of interest are to be deprecated. If formal meetings were to be recognised, the subordinates may wait write for such meetings and avoid disucssion in course of visits by S.E./Ex. Engr. during their tours. Any formality among officers of the same dept. is to be avoided in this matter, as it is likely to prove detrimental to work.

As for meetings of Ex. Engr s. in a circle, to discuss common problem, I do not know to what extent such meetings are considered necessary or are held in practice. S.Es. should, I think hold such meetings to discuss important or urgent problems and to pass on to others the benefit of the experience obtained in one divisions. The case of construction of querters (tenements) for displaced persons would be on its point.

As for disposal of correspondence the orders (under issue) meet the case, I think.

Id/-

19/9

Id/-

19/9

G.P.K.—(S) R/11—1,00,000—10-54.
G. R., H. L. G. D., No. 252/53, dated 16-12-15.]

Secti Slip 53 c.

SEPARATOR

G R., G D., No. 2408, dated 22-5-22.]

Correspondence

DOCKET SHEET (B)

Subject :—

File No._____

_____DEPT.

_____BRANCH.

References :—

Date.	To whom sent.	Notes and instructions.

Extract para. 2 of H.M., P.W.D.'s minute dated the 17-5-1950 on E.B. (I) file No.S. 8/4, regarding conference of Superintending Engineers and Executive Engineers.

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From a perusal of the replies from S.Es. and Ex.Engrs. I find that a number of questions referring to matters concerning the organisation of the Deptt., have been suggested such as:

a. Revision of P.W.D. Handbook, including, as it would, compilation and publication of the Standard Code of Bombay P.W.D., preparation of up-to-date specifications, etc.;

b. Publication of the Irrigation Manual;

c. Departmental examinations for clerks;

d. Refresher course for engineers;

e. Mechanical Division for P.W.D.

f; Staff Meetings;

g. Post-Graduate training and research.

I take it that these questions do not need any discussion in a Conference. These requirements are so obvious. It would be for us to take up these questions administratively.

Delay in the disposal of cases in offices:

Maintenance of Register to show cases pending for 3 months and over.

Government of Bombay,
Public Works Department.

Circular Memorandum No. P.168/74152.
Bombay Castle (Bombay No. L),
18th September 1950.

GOVERNMENT CIRCULAR MEMORANDUM.

In partial modification of the orders issued in Government Circular Memorandum, Public Works Department, No.P. 168, dated the 23rd March 1950, the local officers are requested to submit the quarterly reports only in respect of cases not disposed off within three months.

2. The local officers should also maintain in the enclosed form* a register of such delayed cases in each of the marginally* noted offices. These registers should be inspected by the higher officers while on tour. The first entries in the register should be made as on 1st October 1950 and should include all cases pending on that date for 3 months or over. Thereafter additions should be made to the register on the 1st of each month, along with remarks regarding cases included in the register that have been disposed of during the previous month. An abstract should be added on 1st of each month to show the following:-

*Printed as an accompaniment.

*Superintending Engineers' Offices.
Executive Engineers' Offices.
Sub-Divisional Officers' Offices.

(1) Number of cases as on 1st of previous month.

(2) Number of cases disposed of during the previous month.

(3) Number of cases added on 1st of the month as "pending for 3 months and over.

(4) Total number of cases (1 less 2 plus 3).

The quarterly returns to be submitted to Government should be based on the Register and should give the abstract of figures for each quarter.

3.....

3. The officers concerned should pay personal attention to the cases entered in their own registers and, besides writing Demi-Official reminders to the subordinate officers, should get the cases disposed of by personal discussion while on tour or at headquarters. Officers inspecting the registers of lower offices should give on the spot orders to facilitate disposal of cases.

By order of the Governor of Bombay,

K.V.Joglekar,
Deputy Secretary to Government.

The Chief Engineer, Public Works Department.
The Electrical Commissioner with the Government of Bombay.
The Superintending Engineers of Circles.
The Electrical Engineer to Government.
The Public Health Engineer to Government.
The Architect to Government.
The Director, Development Department Chawls.
The Executive Engineers of Divisions.

No. of 1950.

Copy forwarded for information and guidance to -

Letter.

No. 3167/48-E(I).

Public Works Department,
Bombay Castle (Bombay No.1),
18th October 1950.

To

The Superintending Engineers of Circles.
The Public Health Engineer to Government.

Subject:- Meetings of Sub Divisional Officers and Executive Engineers.

It has been suggested in connection with the possible reduction of office work that there should be monthly meetings of officers within the Circle so as to eliminate prolonged correspondence and facilitate personal directions from higher officers to their subordinates. In the opinion of Government "formal" periodical meetings of sub Divisional Officers with the Executive Engineers or the Superintending Engineer are to be deprecated since there should be frequent contacts of higher officers with the sub Divisional Officers in course of ordinary tours of the Superintending Engineer/Executive Engineer and of the visits of Sub Divisional Officers to the headquarters of the Division or Circle. Instructions for disposal of correspondence during such tours and visits have been issued in Government Circular Memorandum, Public Works Department, No.P. 168/74152, dated the 18th September 1950. Government, however, considers that the Superintending Engineer of a Circle, in order to discuss important or urgent problems of common interest , may hold meetings of the Executive Engineers in his Circle and pass on to other divisions the benefit of the experience gained in one Division e.g. in regard to construction of tenements for displaced persons, or construction of temporary crossings.

By order of the Governor of Bombay,

Id. ....

Id/-

(K.V.Joglekar)

Deputy Secretary to the Government of Bombay,

Public Works Department.

D.A.- Nil.

Copy forwarded to -

the Electrical Commissioner with the Government of Bombay,

the Ele-ctrical Engineer to Government.

the Accountant General, Bombay,

for information.

SPC
2C-1